



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 17, 2020

Subject: Add one Personnel Technician (unrepresented) and cancel one Teacher-Project (represented) position in Employment & Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25644 to add one (1) Personnel Technician (AP7B) (unrepresented) position at Salary Plan and Grade B85 1308 (\$5,297 - \$6,439 and cancel one (1) Teacher-Project (CJN1) (represented) position at Salary Plan and Grade QH5 0974 (\$3,451 - \$4,195) in Employment & Human Services Department, Administrative Services Bureau.

FISCAL IMPACT:

Upon approval of this position, the total cost for salaries and benefits will increase by 37,661, including a \$3,184 increase in pension costs. This position will be funded 58% by Federal revenue, 36% by State revenue, and 6% of County funds.

BACKGROUND:

The Employment and Human Services Department Personnel Division is requesting to add one (1) Personnel Technician to support the Personnel Services Unit. The Personnel Technician will assist the Departmental Personnel Analyst assigned to the Community Services Bureau and the other department bureaus in performing the technical and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/17/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 17, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Michelle Fregoso,
(925) 608-5025

cc:

administrative assignments in the administration of recruitments, leave administration,

BACKGROUND: (CONT'D)

and other technical duties as required. The Personnel Technician will primarily support Community Service Bureau recruitments, which are unique in that 88% of their positions are project positions, with nine (9) recruitments currently open on a continuous basis and in process of adding additional classifications. As September 26, 2019, applicants to CSB's project recruitments are automatically referred to the department for processing and handling. Typical tasks will include maintaining and overseeing NeoGov system and notice templates, screening of applications to determine if applicant(s) meets minimum requirements; analyzing and interpreting transcripts and credentials for teaching staff; coordinating the department interviews; reports and processing personnel transactions to assure timeliness and accuracy. The Personnel Technician may also assist the Department HR Analyst with leave administration for CSB employees, specifically FMLA and medical leave of absence correspondence and logs. This position may also provide lead direction to the personnel clerical support staff assigned to CSB and other bureaus.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Personnel Division will not have the staff necessary to meet the increasing human resource needs of the Community Services Bureau and other department bureaus.

CHILDREN'S IMPACT STATEMENT:

This action of adding a Personnel Technician to assist with recruitment of Community Service Bureau Head Start and other EHSD department Bureaus will support one of the five Contra Costa County's community outcomes – Outcome 1- Children Ready for and Succeeding in School.

ATTACHMENTS

Fiscal Analysis

CAO Freeze Approval

AIR 39909 P300 25644 Add and Cancel